



Delaware Economic Development Office

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #31-1008-926

Financial and Insurance Service Cluster Leader

Opening Date: October 29, 2008

Closing Date: November 27, 2008

Vacancy Exists

Salary: \$60,035 – \$75,044 (Minimum - Midpoint) Pay Grade 20

Recruiting For: Delaware Economic Development Office, Center of Excellence

Location: Kent County, Delaware Economic Development Office, Dover, DE

Summary Statement: A class incumbent is responsible for developing, implementing, and coordinating a focused statewide economic development program, with a primary emphasis on a specific private business sector, to enable formalized partnerships between competing businesses, government, educational institutions, and communities that result in sustained economic growth and innovation.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

- Bachelor degree or equivalent with 3-5 years specific industry experience; MBA a plus
- Professional certification from a recognized economic development organization; such as the International Economic Development Council (IEDC).
- Extensive consultative sales skills
- Demonstrated strategic planning and program management skills
- Strong interpersonal skills and ability to build strategic working relationships
- Strong problem solving skills and creative thinking skills
- Strong presentation skills
- Extensive sales negotiating experience
- Strong influencing skills
- Experience working with and presenting to senior level executive management in preferably Fortune 500 companies but at a minimum with smaller corporations

Examination: Applicants are evaluated based upon a rating of training and experience.

Principal Accountabilities:

- Leverage public & private sector relationships and decision-makers to develop and execute industry-specific growth management strategies to increase businesses and sustainable wage jobs in Delaware
- Work internally to ensure cooperation and coordination throughout DEDO
- Develop and execute strategic and tactical industry/cluster plans
- Identify and develop current and future Economic Development opportunities
- Establish, build, and expand relationships with potential and existing companies and consultants at multiple organizational levels
- Coordinate Industry support team efforts to include (where and when appropriate); Industry advisory team, business associations, chamber of commerce, other economic development organization members, other State Agency representatives, and internal DEDO teammates
- Make marketing presentations to current and potential cluster related companies and consultants. Tailor strategy for Delaware's solution to meet the needs of the client
- DEDO Director/Governor's Office made aware of impacted employment 30 days before WARN notice or press release (regarding changes in direction of firm) is made regarding a Delaware company in the specific cluster
- Establishing, building, and expanding potential and existing client relationships at multiple levels within Delaware cluster members
- Proactively follow-up on business issues and related activities and opportunities.
- Sourcing/Prospecting for new clients, business issues, legislative opportunities. (networking, telephone and face-to-face calls)
- Develop and present a professional business-driven proposals
- Present lost opportunity (exiting DE firm or loss of potential to another State) learning report

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- A cover letter and resume should be emailed to dedo.resumes@state.de.us or submitted directly to: Delaware Economic Development Office (DEDO), Attn: Human Resources, 99 Kings Highway, Dover, DE 19901, Telephone (302) 739- 4271, Fax (302) 739-5749

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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